

AGENDA
FIRE & EMERGENCY SERVICES COMMITTEE

Monday, 13 January 2020
7p.m. Council Chambers

Page

1. Call to Order
2. Approval of Agenda (as circulated)
3. Approval of Minutes of November 18, 2019 (as circulated)
4. Business Arising from Minutes & Unfinished Business
 - 4.1 Firefighter Personnel Insurance/WCB.....2-26
 - 4.2 Pump Test Requirement for Annual Registration.....27-41
 - 4.3 Municipal Grants42-43
 - 4.4 Fire Scene Security 44
5. New Business
 - 5.1 Proposal for report from most recent LRFESC to be included as regular item 45
 - 5.2 Equipment Register inc. Serial Numbers
6. In Camera (if required)
7. Next Meeting – Monday, March 9, 2020.
Note: Strategic Planning Workshop – Monday, February 10, 2020
8. Adjournment



Municipality of the District of Lunenburg Fire & Emergency Services

MEMORANDUM

Date: January 13, 2020

To: Chair and Members of the Fire and Emergency Services Committee (FESC)

From: Chris Kennedy, Fire & Emergency Services Coordinator

Subject: FESC Insurance Subcommittee Meeting on WCB/Private Insurance

Bill 204 amended the Workers' Compensation Act, to make it mandatory for Municipalities to register for coverage, for all volunteer firefighters by October 30, 2020.

The FESC Insurance subcommittee met in order to get some understanding of the changes coming and how to we might work our way through the process with the Municipality and Fire Services. Present at the meeting were FESC Subcommittee members, Chair Brian Keizer, Chief Tom Lockwood, Councillor Cathy Moore, Councillor Reid Whynot, Member-at-large David Dancy, MODL Staff, Tom MacEwan CAO, Chris Kennedy Fire Service Coordinator, Sandra Challis Administrative Assistant, also in attendance were Sophia Foley Labour & Advanced Education, Kevin Foster with the Workers Compensation Board (WCB) and Jody Crowther for Insurance Broker Services.

The meeting started with Ms. Foley providing an overview of the legislative changes. Ms. Foley highlighted that the legislation was amended to ensure that the over 6,000 volunteer firefighters across the Province are covered for workplace injury insurance. Thus, ensuring that all volunteer firefighters have access to the same services and benefits. Additionally, Ms. Foley outlined that the legislation requires the Municipalities to provide this coverage within a twelve-month window, by October 30, 2020. It was noted that the Act already allowed for Municipalities to participate in WCB coverage for volunteer firefighters, but since this was not mandatory only about 50% of the volunteer firefighters in the Province currently have WCB coverage.

Mr. Foster, with the WCB, explained that this is a no-fault workplace insurance and that the employer pays the premium and in return workers have access to health care and earnings loss benefits should an injury occur during their role as a volunteer firefighting. In return for the employer paying 100% of the premium (i.e. the cost of coverage cannot be charged to the worker), the worker forgoes their right to bring legal action against their employer.

Mr. Foster outlined the various WCB benefits available to workers; including health care costs and medical services, earnings replacement, survivor benefits, permanent impairment awards, and long-term pension benefits.

For the purpose of the Act, Municipalities are deemed to be the employer of volunteer firefighters, however, it was noted that the WCB Act in no way directs the operational day-to-day relationship between the Municipalities and the Volunteer Fire Departments. Whatever relationship exists today between the Municipality and Volunteer Fire Department regarding the control and direction of operational issues is unchanged. Chiefs would still be in control of their department and an integral part of the WCB system.

It was stressed that there is no upper age limit for WCB coverage, although earnings replacement benefits do max out at 2 years (per incident) for workers 63 or older at the time of injury.

Mr. Foster explained that premiums are currently fairly low in this industry and the current rate is \$0.47 per \$100 of payroll. Rates are adjusted each year, based on historical claims experience so every year the rate could go up or down. However, there are caps in place in the funding model that prevent huge increases in rates from year-to-year.

Highlight of Benefits;

- Healthcare benefits paid directly to service provider
- Temporary benefits (earnings loss) - paid bi-weekly for as long as a worker is medically unable to return to work. 75% of net earnings for the first 26 weeks and then 85% after 26 weeks, on the assumption that there would still be a return to work at some point in time.
- Permanent Impairment- paid when injury reaches maximum medical recovery. This award is based on an impairment value determined after an exam. Depending on the value of the award, it may be paid out as a lump sum or an annuity payable for life.
- Permanent Long-term Benefits - on the decision that the injury is permanent, workers will receive 85% of net earnings up to 65 years. At age 65, they would receive 5% of the total benefit paid as annuity.
- Death Benefit - Lump Sum of \$15,000 and burial expenses of \$5,000
- Survivor Benefit - Surviving spouse will receive 85% of deceased workers' earnings (up to 65 years of age) and then 5% of total benefit paid as annuity.
- Dependent Child Benefit
- All Benefits are tax-free

Additional Benefits;

- Ms. Foley mentioned that currently only six presumptive cancers presumed to be as a result of firefighting are covered under the Act and that over the winter months others will be looked at that are currently covered in other areas in Canada. Mr. Foster also mentioned the presumptive cancers in place have a minimum service requirement to qualify for coverage. In January of 2020, the aim is to have conversations with firefighters and municipalities to expand the list as no updates have been done for years.

- Other cancers can be covered but are adjudicated based on the evidence of a causal connection to work.
- Presumptive coverage for PTSD diagnosed by psychiatrist/psychologist – will be presumed to be work-related, the root cause of the diagnosis is not part of the process.

Questions asked by committee members.

1. How are premiums calculated?

Answer;

The calculation is based on the assessment rate of a firm's assessable payroll with the minimum set at \$10,200. Currently, the rate is \$0.47 per \$100 of payroll.

2. Are Auxiliaries covered under WCB?

Answer;

Only Volunteer Firefighters are covered under the Act.

3. How is the salary determined for volunteer firefighters?

Answer;

The Municipality will need to select and imputed salary for coverage, the range can be from the minimum \$10,200.00 up the maximum insurance in the given year, (2020 - \$62,000).

4. How does wage supplement work if volunteer firefighters have a paying job?

Answer;

In the event of a claim where a volunteer firefighter is unable to carry out their normal work, then WCB will cover their earnings loss to the maximum of the imputed salary or their actual earnings (from all sources), whichever is greater. NOTE: WCB caps insurable wages each year, (2020 - 62,000), if their earnings exceed this maximum then private insurance (if available) could fill the gap.

5. What Happens if you are over 65?

Answer;

When you reach 65, the only benefit that is affected is the employment supplement. The system allows that a person aged 63 or older at the time injured will only be able to receive income supplement benefits for up to two years from the date of injury, with no time limit on medical or other health-related benefits.

6. What does in “course of employment mean”?

Answer;

Unlike some private insurance, WCB coverage is for injuries arising out of and in the course of employment. Volunteer firefighters are covered upon being notified of an emergency and responding to an incident. From /to home/work to get to/from the station, and while on scene. This will cover volunteer firefighters during, training, regular maintenance of equipment and facility, parades, etc.

7. Who is not covered?

Answer;

Any other positions non-firefighter related are not covered. During fund-raising activities, firefighters are also not covered.

8. Who is considered a volunteer firefighter

Answer;

The fire chief will submit a number of active firefighters in their department, likely to be quarterly at this time, but still to be determined. WCB is a self-reporting system and the employer is subject to audit at any given time.

9. Claims and Appeals

Answer;

The individual makes the claim and an injury report is submitted by the employer. Should the claim be denied in the initial settlement decision, there is an internal independent review board which provides a second opinion and may uphold or overturn the decision. If the claim is still denied, the worker can appeal the decision through the Workers Compensation Appeal Tribunal and they can have access to free legal services from the Workers' Advisor Program.

Next Steps Moving Forward;

The group then discussed how this may affect private insurance, and it was noted that although WCB is the primary remunerator, coverage is not complete. The thought is private insurance will still be needed to fulfill areas not covered by WCB. It was discussed the need to look at private insurance for those members not covered under the WCB policy, like auxiliary members, junior firefighters, and other non-firefighting members. The Broker and FESC subcommittee will meet early in January 2020 to look at where coverages are and possible premiums arising from this.

It was noted that the WCB coverage for Fire Departments will be a budget item for MODL, it will not be up for debate. It, that the Province may be open to discussion with the Municipality to talk about the financial implications of this legislation, understanding that fire departments are mostly separate entities to municipalities

There are also two memorial funds in place both Provincially and Federally for line of duty deaths that can be applied for as a one-time payout. This would also help financially support family members of a fallen firefighter. The Federal Memorial Grant is a one time \$300,000 lump sum payout while the Provincial Memorial Fund pays out a one time \$100,000 payout. The links to these Funds and how they are administered are also added below as a resource for information.

Contacts for Labour/Advanced Education and WCB are below along with a Link to the Amended Act and Memorial Grant/Fund.

Labour/ Advanced Education;
Sophia.Foley@novascotia.ca

Kevin Foster WCB;
Kevin.Foster@wcb.ns.ca

- **Link to Legislation;**
 - https://nslegislature.ca/legc/bills/63rd_2nd/1st_read/b204.htm
- **WCB Policy;**
 - <https://www.wcb.ns.ca/Portals/wcb/WCB%20Policy%20Manual%20-%20March%202019.pdf?ver=2019-03-29-140840-183>

WCB Policy, Policy Number: 1.3.4R
Topic: Volunteer Fire Fighters

- **Links to Memorial Funds;**
- **Federal Memorial**
 - <https://www.wcb.ns.ca/Portals/wcb/WCB%20Policy%20Manual%20-%20March%202019.pdf?ver=2019-03-29-140840-183>

Frequently Asked Questions.

- [file:///C:/Users/Chris.Kennedy/Downloads/Memorial%20Grant%20Program%20for%20First%200Responders%20Frequently%20Asked%20Questions%20\(FAQs\).html](file:///C:/Users/Chris.Kennedy/Downloads/Memorial%20Grant%20Program%20for%20First%200Responders%20Frequently%20Asked%20Questions%20(FAQs).html)
- **Provincial Memorial Fund;**
 - <https://nslegislature.ca/sites/default/files/legc/statutes/volfirsv.htm>

Chris Kennedy
Fire Service Coordinator

Workplace Injury Insurance – a valuable investment

Workplace Injury Insurance in Nova Scotia

The Workers' Compensation Board (WCB) of Nova Scotia promotes workplace injury prevention and provides comprehensive workplace injury insurance. Workers' compensation is funded entirely by the premiums paid by employers. Workers do not pay for workers' compensation insurance.

The WCB's goal is to prevent workplace injuries. But when an injury does occur, we provide financial assistance and other services to help injured workers return to work in a safe and timely manner.

Unique Protection

One of the unique features of workers' compensation insurance is the protection it offers employers against lawsuits over workplace injuries. Regardless of who is at fault, a worker cannot sue their employer if the employer has workers' compensation coverage. In return, workers receive insurance benefits for workplace injuries.

Like other insurance, workers' compensation is based on the principle of collective liability which protects employers from paying the full cost of injuries that occur at their workplace. When employers take steps to provide a safe work environment, it not only keeps employees safe, it reduces workers' compensation costs for employers.

Employers' Rights

If an employee is injured in your workplace and you have filed a claim with the WCB, you have the right to:

- **Participate in the claim** – You and your injured employee will both participate in the claim process.
- **Have your employee examined by a doctor of your choice** – You can request that your employee be examined by a doctor of your choice. The WCB will consider the medical evidence provided by both your doctor and the employee's doctor.
- You can appeal WCB decisions on both claims and assessments matters.

Insurance Benefits for Your Employees

Workers' compensation benefits are based on an earnings-loss system. This means an employee is paid a percentage of the wages they lose as a result of a workplace injury. An earnings-loss is the difference between what the employee was earning before their injury and what they are able to earn after their injury. There is a two-day waiting period before workers are eligible to receive earnings-loss benefits.

The WCB also provides a range of health care benefits and services to workers as they prepare to return to work. For those who can't return to work, we provide long term benefits, health care and other services.

A safe and timely return to work helps reduce the overall human and financial toll of workplace injuries for both employees and employers.

Summary of Workplace Injury Insurance:

HEALTH CARE BENEFITS	<ul style="list-style-type: none"> Hospital care, visits to a doctor, physiotherapist or chiropractor; surgery, prescriptions, dental expenses or other health care items such as braces and crutches
TEMPORARY BENEFITS	<ul style="list-style-type: none"> Paid every two weeks for as long as employee is medically unable to return to work First 26 weeks – 75% of earnings-loss After 26 weeks – 85% of earnings-loss
PERMANENT IMPAIRMENT BENEFITS	<ul style="list-style-type: none"> Permanently impaired employees receive benefit for loss of body part or permanent loss of function
PERMANENT LONG TERM BENEFITS	<ul style="list-style-type: none"> Employees unable to return to work receive 85% of net earnings loss up to age 65 At age 65, receive 5% of total benefit paid as an annuity
DEATH BENEFITS	<ul style="list-style-type: none"> Lump sum of \$15,000 Burial expenses \$5,000
SURVIVOR BENEFITS	<ul style="list-style-type: none"> 85% of deceased employee's earnings loss up to age 65 At age 65, receive 5% of total pension paid as an annuity
DEPENDENT CHILD BENEFITS	<ul style="list-style-type: none"> \$196 per month until age 18, or age 25 if education continues

Some exceptions apply. Benefits are determined based on the individual circumstances of each employee. These benefits are provided for the work-related injury only.

Reducing the Cost of Injuries

The best way to reduce employees' compensation premiums is to prevent injuries in the workplace, and if an injury does occur, employers can support injured employees' efforts to return to work. Often it is safe and therapeutic for employees to return to work before they have completely recovered from their injury. This is the best result for everyone. By going back to work, the impact of the injury on the employee's life is reduced and the cost of the claim is lowered. The WCB can help employers develop programs to facilitate the employees' early and safe return to work.

In addition, the WCB offers a variety of financial and technical incentives to help employees return to their pre-injury employer or another employer. These programs include:

- Wage assistance in the form of forgivable loans for employers who hire injured workers
- Assistance with workplace modifications to provide an injured worker with a safe place to work
- Risk-free, on-the-job training where the employer hires an injured worker but pays no wages or benefits during the training period
- Financial assistance for employers who accommodate injured workers by training them to do a new job in their company

For more information on your workplace injury insurance call **1.800.870.3331**.



Municipality of the District of Lunenburg FESC Subcommittee

WCB for Volunteer Firefighters

Kevin Foster, Manager Strategy, Support and Planning - WCB
Sophia Foley, Strategic Planner, Safety Branch - LAE
December 9th, 2019

Amendments to the *Workers' Compensation Act* to add volunteers for mandatory coverage

Nova Scotia Landscape

- ▶ In some communities the only firefighters are volunteers.
- ▶ It is estimated at least 50% of volunteers do not have WCB coverage.
- ▶ Not all volunteers receive access to workplace injury insurance benefits if they become injured while responding to a call or on training.

Overview: Labour and Advanced Education Legislation

- ▶ Municipalities are responsible for obtaining this coverage.

Benefits of Coverage for Workers

- Financial benefits – earnings replacement
- Health care benefits – medical expenses
- Survivor benefits – dependents
- Re-employment / Rehabilitation programs

Benefits of Coverage for Employer

- Protection from lawsuit by injured workers – *statutory bar*
- Injury cost relief – *collective liability*
- Access to return to work programs

Volunteer Firefighter Coverage

Policy 1.3.4R – Volunteer Firefighters

Members of a volunteer fire department are considered to be in the course of their employment while:

- in the act of responding to an emergency call (this includes travelling directly from the place where the call was received to the site of the emergency);
- at the site of the emergency;
- in the act of returning from the site of the emergency to the place where the call was received, home, their place of regular employment or any place for treatment, refreshment or recreation, whichever is reached first;

Volunteer Firefighter Coverage

Policy 1.3.4R – Volunteer Firefighters

- involved in the repair and maintenance of department's property or equipment;
- attending required or authorized training activities;
- attending required or authorized meetings related to the provision of fire fighting services; and
- participating in parades or similar public events on behalf of the department, when so directed or authorized by an appropriate official.

Volunteer Firefighter Coverage

Policy 1.3.4R – Volunteer Firefighters

Members are not considered to be in the course of their employment while involved in activities of a strictly recreational, sporting or social nature (even if the event is officially under the auspices of the department).

Summary of Workplace Injury Insurance:

HEALTH CARE BENEFITS	<ul style="list-style-type: none"> • Hospital care, visits to a doctor, physiotherapist or chiropractor, surgery, prescriptions, dental expense or other health care items such as braces and crutches
TEMPORARY BENEFITS	<ul style="list-style-type: none"> • Paid every two weeks for as long as worker is medically unable to return to work • First 26 weeks – 75% of net earnings-loss • After 26 weeks – 85% of net earnings-loss
PERMANENT IMPAIRMENT BENEFITS	<ul style="list-style-type: none"> • Permanently impaired workers receive benefit for loss of body part or permanent loss of function
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Presumptive Coverage for PTSD:

- Bill 7 – Amendment to the *Act*
- Front-line or Emergency-Response Worker
 - Includes volunteer Firefighter
- Diagnosed with PTSD by a psychologist or psychiatrist
- PTSD is presumed to be work related, unless the contrary is shown

Presumptive Coverage for Cancer:

- *Firefighters' Compensation Regulations*
- Only certain types of cancer covered
- Department must be covered on or before date of diagnosis
- Service periods required to qualify
 - minimum participation of 20% in annual activities with department

Covered Cancers

Disease	Minimum period of Service
Primary-site brain cancer	10 years
Primary-site bladder cancer	15 years
Primary-site kidney cancer	20 years
Primary non-Hodgkin's lymphoma	20 years
Primary leukemia	5 years
Primary-site colon cancer	20 years

Older Department Members

- If injured when age 63 or older:
 - Can only receive earnings replacement benefits for maximum of two years from date of injury
 - No time limit on medical benefits

Summary

- Once department is registered all members entitled to same WCB benefits as a paying job
- If injured, member's benefits are based on all their sources of income to the yearly insurable maximum

Municipal Implications of the proposal

- ▶ It is now mandatory for WCB & Must choose imputed salary
- ▶ Obtain the volunteer account
- ▶ Pay the WCB rates
- ▶ Report to the WCB the volunteers in respective Fire Departments
- ▶ Submit the accident reports (if/when they occur)
 - ▶ How these tasks will be divided between Fire Departments and Municipalities will need to be addressed between the two parties.
- ▶ Minimum imputed salary of \$10,200 = 48\$ per volunteer.
- ▶ Municipalities can choose higher amount.
- ▶ WC Act does not preclude private plans
 - ▶ Average cost seen currently from private insurer is \$100/volunteer
 - ▶ This may include 24/7 care and EFAP

Limitations

- ▶ WCB costs and rates are only applied as of the day they obtain coverage.

Questions?



Municipality of the District of Lunenburg POLICY

Title: Fire and Emergency Services	
Policy No. MDL-36	
Effective Date: September 11, 2007	Amended Date: Feb. 12, 2008, Oct. 13, 2009, Feb. 8, 2011, Jan. 28, 2014, May 9, 2017, Feb. 27, 2018

Council of the Municipality of the District of Lunenburg hereby adopts the following policy respecting fire and emergency services in the Municipality of the District of Lunenburg:

1.0 Definitions:

- 1.1 “Fire Department” means the incorporated entity that provides the service, assists others in providing the service, or works with others to provide the service or a combination of means to properties in the Municipality of the District of Lunenburg.
- 1.2 “Municipality” means the Municipality of the District of Lunenburg.
- 1.3 “Rate Payer” means the name(s) of the person assessed for the property.
- 1.4 “Registration” means the acceptance of the Municipality to permit a “Fire Department” to provide fire and emergency services to a prescribed area within the Municipality.
- 1.5 “Body Corporate” refers to the incorporated organization requesting to be registered as a fire and emergency services provider.
- 1.6 Incorporated organization refers to those organizations that are set up to provide Fire Protection and are incorporated by way of; an Act of Legislature, The Rural District Fire Act, or the Society’s Act.
- 1.7 Acts of Incorporation refer to the organizations memorandum of Association and/or articles of incorporation and/or by-laws.

2.0 Form of Request

Requests for registration as a fire and/or emergency services provider shall be made through the completion of the Fire and Emergency Services Provider Registration package. The registration package can be found on the Municipality’s website **[amended Feb. 27, 2018]**. Requests must be accompanied with the organization’s Act of Incorporation and a description of the area of coverage. The application must be signed by the individual(s) as assigned with signing authority under the incorporation document.

3.0 Considerations for Approval

- 3.1 The Municipality must be satisfied that the body corporate is capable of providing the services it has applied to provide.
- 3.2 The Body Corporate carries liability insurance in the minimum amount of \$10,000,000.00 **[amended Jan.28, 2014]**
- 3.3 The Body Corporate does not provide the fire and or emergency services for profit.
- 3.4 The Municipality does not provide the same service for the same area.
- 3.5 The Body Corporate carries accident and sickness insurance or workers' compensation coverage for all its members. **[amended Feb. 8, 2011]**

4.0 Registration

The Municipality, if satisfied by all categories of Section 3, shall register the Body Corporate as a fire and emergency services provider. This registration shall continue in force until withdrawn by the Municipality for cause or the fire department requests that the registration be revoked.

- 4.1 Annual updates of the registration form shall be submitted to the Municipality no later than June 15th of each year; **[amended Jan. 28, 2014]**
- 4.2 Any changes to the services provided by the body corporate shall be filed immediately with the Municipality throughout the year; **[amended Jan. 28, 2014]**
- 4.3 All other required forms and documentation, including the annual registration form updates, financial statements, officer, rate and grant forms shall be submitted to the Municipality no later than June 15th, in order to receive collected fire taxes and grant monies; **[amended Jan. 28, 2014]**
- 4.4 All fire tax payments shall be made available to fire service providers 30 days from the due date of municipal taxes. **[amended Jan. 28, 2014]**

5.0 Notification

The Municipality shall advise any new Body Corporate, by providing a letter stating approval as a registered Fire and Emergency Services provider as per sec 4. **[amended Feb. 27, 2018]**

6.0 Rate Payers Meeting

Every registered fire and emergency services provider must have an annual ratepayer meeting. Minutes of these meetings **[amended Feb. 27, 2018]** must be maintained in the minute books of the organization.

- 6.1 Fire Service providers shall have proposed budget documents available to the public seven (7) days prior to their ratepayer meeting and the budget shall be linked to the service levels being provided; **[amended Jan. 28, 2014]**
- 6.2 Fire Service providers may conduct an information session on the proposed budget seven (7) days prior to the ratepayers meeting to assist the ratepayers in understanding the fire service levels being provided and any costs associated with providing such service; **[amended Jan. 28, 2014]**

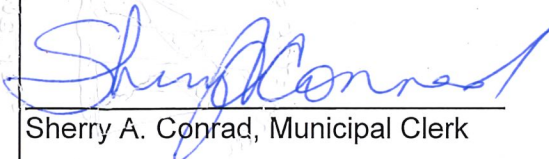

- 6.3 All proposed fire tax rates shall be supported by the service provider's budget, which is to be presented to the ratepayers at the annual ratepayers meeting. **[amended Jan. 28, 2014]**
- 6.4 Ratepayers shall have the opportunity to discuss service level expectations during a ratepayer meeting. **[amended Jan. 28, 2014]**
- 6.5 Ratepayers shall not request a reduction in the proposed fire rate that diminishes the overall operation of the fire service provision. **[amended Jan. 28, 2014]**
- 6.6 The notice of the annual ratepayers meeting must be advertised in the local paper (a weekly circular) for a minimum of (2) two weeks prior to the annual meeting date. This advertisement shall include the following:
- fire service provider name;
 - date of meeting;
 - location of meeting;
 - contact name and phone number; and
 - where proposed budget documents may be viewed. **[amended Jan. 28, 2014]**

For the departments that are required to have an annual ratepayer's meeting to set the fire tax rate that must be specified as well.

- 6.7 All annual ratepayer's meetings must be conducted before June 15th of the following fiscal year.
- 6.8 Requests shall be made to the Municipality for appropriate rate payer's list a minimum of (2) weeks prior to the meeting date.
- This list will provide the chair of the meeting with information to confirm that only those who are ratepayers may vote on motions that are made at the meeting. **[amended Jan. 28, 2014]**
 - The Municipality will also provide upon request a property civic report to help the department locate properties **[amended Jan. 28, 2014]**
 - Since fire departments members do not need to be a ratepayer or a resident of the area, a member of the fire department can move motions but the seconder shall be a ratepayer.
 - Once the question has been called, only ratepayers can vote on the motion. 50 % + one of the ratepayers in attendance at the meeting in favor of the motion shall be required to pass a motion.
 - Voting may be done by secret ballot. **[amended Oct. 13, 2009]**
- 6.9 All fire tax requests by a registered fire and emergency services provider shall be provided to the Municipality on the approved registration package forms found on the Municipal website no later than June 15th of the current year. **[amended Jan. 28, 2014 & Feb. 27, 2018]**
- 6.10 For all registered fire and emergency services providers who do not have fire taxing power provided by their Act of Incorporation, the Municipality shall approve the rates.

For those providers that have taxing power for fire tax, these approved rates will be added to the fire tax schedule for inclusion with approved rates for that fiscal year.

Annotation for Official Policy Book

Date of Adoption:	September 11, 2007
Date of Notice to Council Members of Intent to Consider: (7 days minimum)	January 21, 2014
Date of Passage of Amendments:	January 28, 2014
Date of Notice to Council Members of Intent to Consider: (7 days minimum)	April 27, 2017
Date of Passage of Amendments:	May 9, 2017
Date of Notice to Council Members of Intent to Consider:	February 13, 2018
Date of Passage of Amendments:	February 29, 2018
I certify that the amendments to this the "Fire and Emergency Services Policy" was adopted by Council as indicated above.	
 Sherry A. Conrad, Municipal Clerk	 Date

MDL-36

**MUNICIPALITY OF THE DISTRICT OF LUNENBURG
ANNUAL FIRE AND EMERGENCY SERVICES PROVIDER UPDATE**

24. Are there limits on the level of service that will be provided in respect to any of the services checked on Page 1? If so, please indicate.

Only limitations would be the level of service that will be provided to any particular incident. This is handled through mutual aid protocols with neighboring departments.

25. Does the Department have the equipment to perform the services checked on the previous page?
Yes

26. Does the Department have the training or experience necessary to perform this services checked on Page 1?
Yes

19. Number of Active Firefighters	<input type="text"/>
20. Number of Auxiliary Members	<input type="text"/>
21. Number of Junior Fire Fighters	<input type="text"/>
22. Number of Honourary Members	<input type="text"/>
23. Firefighter Personnell Accident Insurance - Please attach proof of insurance	<input type="checkbox"/>

LIABILITY INSURANCE

Based on the *Municipal Government Act* , the Municipality of the District of Lunenburg must ensure that every Fire Department carries Liability Insurance.

Vehicle Facility Firefighters

Registration with the Municipality of the District of Lunenburg, when approved by the Municipality of the District of Lunenburg, continues in force until withdrawn by the Municipality of the District of Lunenburg for cause or the emergency services provider requests that the registration be revoked.

This registration does not make an emergency services provider an agent of the Municipality of the District of Lunenburg. A registered emergency services provider is not a municipal enterprise pursuant to the *Municipal Finance Corporation Act* .

I/we hereby certify that the above mentioned organization will provide the fire and/or emergency service indicated above and this service is being provided to the Municipality of the District of Lunenburg on a not-for-profit basis. It is also understood that the Municipality or any other organization will not provide the same service for the same area.

Name of Individual Completing Form	<input type="text"/>
Telephone Number (above individual	<input type="text"/>
Authorization Given by:	<input type="text"/>
Telephone Number (of signer)	<input type="text"/>
Date:	<input type="text"/>
Preferred Email Address:	<input type="text"/>

Name FD Apparatus Information

FIRE PROTECTION RESPONSE

These items refer to what equipment is on each vehicle.
Some vehicles may not have any or all of the items listed.

Type	Year	Pump Test Date*	Tank Capacity Gallons	Foam and Type	Porta Tank Size

Please list any other special fire fighting equipment : Ladders over 24ft, air bags size and capacity, etc. If more room required attach copy.

***Attach a copy of latest Pump Test results**

Name Fire Department Organization

Equipment

Generators	Yes/No	Watts	Thermal Imager Type and number	Portable Pump	GPM	Other Information	
Bunker Gear	# of Units	Annual Inspection	NOTES:				
	20	Yes	Majority of personal protective equipment is less than 10 years old				
Wildland Equipment			Additional Forestry equipment info: (Back Tanks, etc.)				
Nomex Coveralls							
SCBA Circle one or write in type.	# of Units	Date of Flow Test*	Date of Manufacture	*Attach copy of the latest SCBA flow test results			
Type: Scott, MSA, Other:				Other comments:			
Cylinder size circle one 2216 psi/ 4500 psi							
Hose	Feet of 1 ½"	Feet of 1¾"	Feet of 2½"	Feet of 3"	Feet of 4"	Feet of 5"	

Name Fire Department Organization

Dry Hydrants, Dispatch, FF Complements, Communications Equipment, Station Information

Location	
Location	
Location	

COMMUNICATION EQUIPMENT

Number of Pagers						
Dispatch Method (Explain)						
Other						
Radio Equipment	TMR2 Portables	TMR2 Mobiles	VHF Portables	VHF Mobiles	Other	
Quantity						

FIREFIGHTER COMPLEMENT

Number of Fire Fighters	Number of Fire Fighters with Level 1 Training	Number of Officers	Number of Officers with Officer Training

FIRE STATION INFORMATION

(this is the location where your equipment is stored)

Community Name		Non-Emergency Number	
Civic Number		Road Name	
Number of Bays			
Other			

FIRE TAX RATE/MONEY REQUEST FORM
FOR THE PERIOD APRIL 1, 2019 TO MARCH 31, 2020

Please return completed form by June 15, 2019
Please note that only Section A or B is to be completed, not both

SECTION A

Rate approved by the Fire Department and/or Rate Payers per \$100.00 of assessment

SECTION B

Amount of money approved by the Fire Department and/or Rate Payers

As an Officer of the Fire Department, I hereby certify that the above information is correct.

Date _____

Authorized Signature _____

Position _____

Your current assessment is \$ ----- **subject to Section 84 and Appeals** . All categories of assessment are still taxable under the *Municipal Government Act* -- there is no change from last year.

An advance of 50% of the previous year for tax revenue will be paid to you in the month following the due date of the interim tax bill, and the balance will be paid in the month following the final tax bill.

Name Fire Department

**MATCHING GRANT FORM
FOR THE PERIOD APRIL 1, 2018 TO MARCH 31, 2019**

Please return completed form along with your financial statement by June 15, 2019

RECEIPTS

Funds raised from Community*:

Card and garden parties		
Suppers		
Dances		
Bottle drives		
Raffles		
Walk-a-thon		
Bingo		
Yard Sales		
Ladies Auxiliary		
Other (specify) Donations		
Total		

Municipality of Lunenburg:

Matching Grant		
Municipal Grant		
Municipal Insurance Grant		
Fire Tax Levies		
Other		
Total		

TOTAL RECEIPTS

*The Matching Grant will be the total of funds raised by the Community to a **maximum of \$-----**
The Matching Grant will be paid to you each year in the month following the due date of the final tax bill.

Name Fire Department
OFFICER INFORMATION FORM
FOR THE PERIOD APRIL 1, 2019 TO MARCH 31, 2020

Please return completed form by June 15, 2019

Please send all correspondence from the Municipal Office to:

Name: _____
Address: _____
Postal Code: _____
Email Address: _____

FIRE DEPARTMENT

Chief Name: _____
Telephone Number: _____

Deputy Chief Name: _____
Telephone Number: _____

Secretary Name: _____
Telephone Number: _____

Treasurer Name: _____
Telephone Number: _____

COMMISSION

Chairman Name: _____
Telephone Number: _____

Secretary Name: _____
Telephone Number: _____

Treasurer Name: _____
Telephone Number: _____



**MUNICIPALITY OF THE DISTRICT OF LUNENBURG
Application for Firefighter Recognition**

The Municipality will provide a onetime framed print to all ACTIVE firefighters who have for 20 years of firefighting service. Please submit names of firefighters who have served 20 years or greater, **who have not yet received the Firefighter Recognition**. By way of this completed application **fire chiefs** are providing names of all eligible firefighters. **This form must be completed and returned to the Municipal Office by June 15, 2019**

Firefighters names that have been submitted, will receive an invitation to attend the awards presentation.

Firefighter Name:	
Years of Service:	
Mailing Address:	
Phone Number:	
Firefighter Name:	
Years of Service:	
Mailing Address:	
Phone Number:	
Firefighter Name:	
Years of Service:	
Mailing Address:	
Phone Number:	
Fire Chief:	
Fire Department:	
Date:	
Signature:	

Fire Chiefs are required to sign this form.



Name Fire Department

**MUNICIPALITY OF THE DISTRICT OF LUNENBURG
Application for Department Recognition
Plaque and Helmets**

The Municipality will provide an Inaugural Plaque to any fire department having a special event celebrating their years of dedication and volunteer service to the community. The Inaugural Plaque will be presented to a fire department celebrating a minimum of 15 years of service. The Plaque has been designed to allow placement of helmets in recognition of a fire department celebrating a minimum of five years additional service. The Councillor of the District will present the Inaugural Plaque and helmets.

Fire Department Name:	Name Fire Department
Date of Anniversary Celebration:	
Established Date:	
Year of Service for Anniversary:	
Requested by:	
Date:	
Contact Phone #:	

Plaques shall be requested no less than 6 weeks prior to the celebration by either the Councillor of the District or a member of the fire department.



Municipality of the District of Lunenburg

MEMORANDUM

TO: Elana Wentzell, Director of Finance

cc: Chris Kennedy, Fire Services Coordinator
Chair, Fire & Emergency Services Committee
Angela Veinot, Accounting Manager

FROM: Tom MacEwan, Chief Administrative Officer

DATE: November 26, 2019

RE: **Municipal Grants Increase**

Please be advised that, Municipal Council, in session on Tuesday, November 26, 2019, made the following motion:

“that Municipal Council accept the recommendation of the Fire & Emergency Services Committee and approve a 2% increase (which totals \$3,600) over the 2019/20 grant amounts and approves the following municipal grants for the 2020/2021 fiscal year:

Matching Grant	\$42,400.00
Municipal Grant	\$64,100.00
Training Grant	\$10,900.00
Insurance Grant	<u>\$54,100.00</u>
Total Grants	\$171,500.00”

Please ensure the appropriate action is taken.

Tom MacEwan
Chief Administrative Officer

/trb

2019 June & November Fire Department Payments

Name of Fire Dept./Commission	April 1/19 Opening Balance	2019/20 Fire Tax Payment	June - Interim Payment	2019/20 - Balance Fire Tax	Insurance Premium	Insurance Grant	Balance Owing - Insurance	Total Fire Tax	Municipal Grant	Matching Grant	December - Final Payment
Baker Settlement and Dist	\$ -	\$ 56,635.69	\$ 26,572.45	\$ 30,063.25	\$ -	\$ -	\$ -	\$ 30,063.25	\$ 3,212.11	\$ -	\$ 33,275.35
Big Tancook Island	\$ 24.00	\$ 10,327.73	\$ 4,963.32	\$ 5,364.42	\$ 5,709.00	\$ 1,647.00	\$ 4,062.00	\$ 1,326.42	\$ 10,238.60	\$ 1,596.15	\$ 13,161.16
Blockhouse	\$ 59.00	\$ 143,663.56	\$ 70,470.22	\$ 73,193.34	\$ 9,201.00	\$ 2,096.00	\$ 7,105.00	\$ 66,147.34	\$ 951.84	\$ 1,596.15	\$ 68,695.33
Chelsea and District	\$ -	\$ 58,847.87	\$ 28,310.51	\$ 30,537.37	\$ -	\$ -	\$ -	\$ 30,537.37	\$ 2,807.37	\$ -	\$ 33,344.73
Clearland **		\$ 26,397.00	\$ 12,369.68	\$ 14,027.32	\$ -	\$ -	\$ -	\$ 14,027.32	\$ 408.00		\$ 14,435.32
Conquerall Bank	\$ -	\$ 93,241.05	\$ 45,104.96	\$ 48,136.09	\$ 9,004.00	\$ 2,051.00	\$ 6,953.00	\$ 41,183.09	\$ 1,376.26	\$ 1,596.15	\$ 44,155.50
Crousetown *		\$ 16,650.34	\$ 9,021.32	\$ 7,629.03	\$ -	\$ -	\$ -	\$ 7,629.03	\$ -		\$ 7,629.03
Cornwall	\$ -	\$ 99,481.13	\$ 47,187.10	\$ 52,294.04	\$ 7,004.00	\$ 1,596.00	\$ 5,408.00	\$ 46,886.04	\$ 1,325.37	\$ 1,596.16	\$ 49,807.57
Dayspring and District	\$ -	\$ 175,454.18	\$ 85,522.83	\$ 89,931.36	\$ 9,700.00	\$ 2,210.00	\$ 7,490.00	\$ 82,441.36	\$ 940.66	\$ 1,596.15	\$ 84,978.17
Hebb's Cross		\$ 64,249.85	\$ 30,414.99	\$ 33,834.86	\$ 8,245.00	\$ 1,878.00	\$ 6,367.00	\$ 27,467.86	\$ 2,366.63	\$ 1,596.15	\$ 31,430.64
Hebbville	\$ (20.00)	\$ 148,960.10	\$ 73,686.02	\$ 75,274.08	\$ 8,092.00	\$ 1,843.00	\$ 6,249.00	\$ 69,005.08	\$ 905.51	\$ 1,596.15	\$ 71,506.74
Hemford and District	\$ (136.00)	\$ 48,919.88	\$ 21,215.56	\$ 27,704.32	\$ 7,723.00	\$ 1,759.00	\$ 5,964.00	\$ 21,604.32	\$ 5,521.99	\$ 1,596.16	\$ 28,722.47
Indian Point		\$ 39,632.38	\$ 19,445.29	\$ 20,187.09	\$ 5,736.00	\$ 2,603.00	\$ 3,133.00	\$ 17,054.09	\$ 2,424.48	\$ 1,596.15	\$ 21,074.72
Italy Cross		\$ 85,627.91	\$ 41,493.78	\$ 44,134.14	\$ 9,416.00	\$ 3,595.00	\$ 5,821.00	\$ 38,313.14	\$ 1,303.00	\$ 1,596.17	\$ 41,212.31
LaHave and District	\$ (10.00)	\$ 183,435.46	\$ 77,370.42	\$ 106,065.05	\$ 10,102.00	\$ 2,301.00	\$ 7,801.00	\$ 98,254.05	\$ 805.44	\$ 1,596.15	\$ 100,655.63
Lapland and District		\$ 40,476.08	\$ 18,939.59	\$ 21,536.49	\$ 6,268.00	\$ 1,566.00	\$ 4,702.00	\$ 16,834.49	\$ 3,384.05	\$ 1,596.15	\$ 21,814.69
Maders Cove		\$ 62,923.97	\$ 28,210.15	\$ 34,713.83	\$ 1,818.00	\$ 711.00	\$ 1,107.00	\$ 33,606.83	\$ 1,490.62	\$ -	\$ 35,097.45
Martins River		\$ 108,529.25	\$ 44,248.73	\$ 64,280.53	\$ 8,861.00	\$ 2,019.00	\$ 6,842.00	\$ 57,438.53	\$ 1,711.68	\$ 1,596.15	\$ 60,746.36
Midville and District		\$ 73,107.10	\$ 35,541.16	\$ 37,565.94	\$ 7,204.00	\$ 1,641.00	\$ 5,563.00	\$ 32,002.94	\$ 1,714.74	\$ 1,596.15	\$ 35,313.83
New Germany	\$ (8.00)	\$ 255,129.62	\$ 123,226.35	\$ 131,903.27	\$ 12,706.00	\$ 2,895.00	\$ 9,811.00	\$ 122,084.27	\$ 737.33	\$ 1,596.15	\$ 124,417.75
Newcombville and Dist (Tri)		\$ 46,101.47	\$ 22,113.40	\$ 23,988.07	\$ 15,863.00	\$ 3,614.00	\$ 12,249.00	\$ 11,739.07	\$ 4,060.27	\$ 4,788.45	\$ 20,587.79
District 1&2	\$ (82.00)	\$ 299,222.10	\$ 135,862.01	\$ 163,360.10	\$ 1,840.00	\$ 559.00	\$ 1,281.00	\$ 161,997.10	\$ 247.43	\$ -	\$ 162,244.53
Northfield	\$ (36.00)	\$ 334,609.18	\$ 162,793.31	\$ 171,815.88	\$ 10,706.00	\$ 2,439.00	\$ 8,267.00	\$ 163,512.88	\$ 717.41	\$ 1,596.15	\$ 165,826.44
Oakhill		\$ 167,544.46	\$ 81,510.47	\$ 86,033.99	\$ 12,076.00	\$ 2,751.00	\$ 9,325.00	\$ 76,708.99	\$ 1,028.33	\$ 1,596.18	\$ 79,333.50
Oakland **		\$ 62,215.67	\$ 29,066.71	\$ 33,148.96	\$ -	\$ -	\$ -	\$ 33,148.96	\$ 408.00		\$ 33,556.96
Petite Riviere*	\$ (20.00)	\$ 83,693.18	\$ 45,547.80	\$ 38,145.38	\$ 8,292.00	\$ 1,889.00	\$ 6,403.00	\$ 31,722.38	\$ 1,471.91	\$ 1,596.17	\$ 34,790.46
Pleasantville	\$ 330.00	\$ 92,862.24	\$ 45,575.73	\$ 47,286.52	\$ 8,420.00	\$ 1,918.00	\$ 6,502.00	\$ 41,114.52	\$ 1,031.78	\$ 1,596.15	\$ 43,742.44
Riverport	\$ 81.00	\$ 348,035.35	\$ 169,673.61	\$ 178,361.75	\$ 9,629.00	\$ 2,194.00	\$ 7,435.00	\$ 171,007.75	\$ 270.40	\$ 1,596.15	\$ 172,874.29
United Communities		\$ 73,526.65	\$ 35,624.06	\$ 37,902.59	\$ 8,069.00	\$ 2,082.00	\$ 5,987.00	\$ 31,915.59	\$ 1,416.92	\$ 1,596.16	\$ 34,928.66
Walden	\$ -	\$ 17,003.71	\$ 8,138.36	\$ 8,865.35	\$ 4,989.00	\$ 1,137.00	\$ 3,852.00	\$ 5,013.35	\$ 6,951.93	\$ 1,596.16	\$ 13,561.44
Wileville	\$ 2.00	\$ 73,990.11	\$ 28,845.52	\$ 45,144.60	\$ 6,860.00	\$ 2,005.00	\$ 4,855.00	\$ 40,291.60	\$ 2,385.94	\$ 1,596.15	\$ 44,273.68
	\$ 184.00	\$ 3,390,494.27	\$ 1,608,065.34	\$ 1,782,428.94	\$ 213,533.00	\$ 52,999.00	\$ 160,534.00	\$ 1,622,078.94	\$ 63,616.00	\$ 41,500.00	\$ 1,727,194.94
*Crousetown with Petite									\$ 62,800.00		
** Oakland & Clearland with TOMB											
Tri District	\$ -	\$ 161,585.03	\$ 76,996.35	\$ 84,588.68	\$ 15,863.00	\$ 3,614.00	\$ 12,249.00	\$ 72,339.68	\$ 10,079.75	\$ 4,788.45	\$ 87,207.88
Petite & Crousetown	\$ (20.00)	\$ 100,343.52	\$ 54,569.12	\$ 45,774.41	\$ 8,292.00	\$ 1,889.00	\$ 6,403.00	\$ 39,351.41	\$ 1,471.91	\$ 1,596.17	\$ 42,419.48

Request for Agenda Items

TO: Lead Staff Person

FROM: _____

DATE: _____

1. Agenda Topic

2. Do you have written material to circulate with the agenda? Yes _____ No _____

If you do, please attach it to this form. If you do not, please explain the matter.

3. What is its relevance to the committee?

4. What outcome(s) are you seeking?

Committee Member Signature

Date

Approval for agenda: Yes No

Reviewer Comments:

Lead Staff Person or Chair of Committee

Date

Request for Agenda Items

TO: Lead Staff Person
FROM: Dep. Mayor Eric Hustvedt
DATE: For Jan. 13 FESC Agenda

1. Agenda Topic

2. Do you have written material to circulate with the agenda? Yes _____ No

If you do, please attach it to this form. If you do not, please explain the matter.

Proposal to include a report of the most recent Lunenburg Regional meeting as regular item on the Agenda.

3. What is its relevance to the committee?

It's a way to continue to increase the understanding of the most important local Fire Services organization.

4. What outcome(s) are you seeking?

Help inform FESC discussion, decisions and initiatives.



Committee Member Signature

January 3, 2020

Date

Approval for agenda: Yes No

Reviewer Comments:

Lead Staff Person or Chair of Committee

Date